



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Tuesday, January 6, 2009
POSITION TITLE:	Deputy Statewide Dental Director, Correctional Facility, Inmate Dental Services Program, Division of Correctional Health Care Services	FINAL FILING DATE:	Tuesday, January 27, 2009
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$28,275.00 - \$31,173.00 / Month	BULLETIN ID:	01062009_4

POSITION DESCRIPTION

NOTE: The monthly salary includes a pay differential. Part of the differential is not subject to PERS retirement provisions through June 30, 2009. The entire differential becomes subject to PERS retirement provisions after June 30, 2009.

Under the general direction of the Statewide Dental Director, Correctional Facility (CF) Division of Correctional Health Care Services (DCHCS), the Deputy Statewide Dental Director (DSDD), CF manages development, monitoring, evaluation, and improvement activities in the Inmate Dental Services Program (IDSP), in collaboration with the Director DCHCS, Statewide Dental Director, CF, and Regional Health Care Administrators. The statewide program under the DSDD, CF's purview serves a potential patient load of over 160,000 adult inmates at 33 California Department of Corrections and Rehabilitation (CDCR) institutions. The DSDD, CF has direct line supervision over the Regional Dental Directors, CF, Chief Dentists, CF of Policy and Risk Management (P&RM) and Dental Training (DT), an Executive Secretary, an Associate Governmental Program Analyst/Staff Services Analyst, and Health Program Specialist I, as well as functional responsibility for over 100 DCHCS staff of varying levels, located at both headquarters and in the field, participating in program workgroups and project teams.

Duties include, but are not limited to:

- Work with the Statewide Dental Director, CF, Regional Dental Directors, CF, and the Regional Health Care Administrators to develop an annual IDSP Plan that sets priorities and objectives for the year, in accordance with the Division's overall strategic plan. Incorporate into the IDSP Plan any mandates affiliated with Perez vs. Schwarzenegger (Perez) litigation and reporting responsibilities. Throughout the year, manage implementation of the IDSP, providing regular reports to DCHCS executives on the status of activities to improve program performance and achieve litigation

compliance.

- Participate in the day-to-day planning, organization, and direction of program resources, and recommend methods for cost savings or avoidance. Oversee the administration of major contracts, Memoranda of Understanding (MOU), and projects and initiatives involving strategic partnerships. Serve as a key liaison with partner agencies, participating in contract or MOU negotiations to ensure alliance with goals and objectives outlined in the IDSP Plan. Select, manage, and provide staff development for workgroups and project teams that develop and manage major contracts, MOU, and projects and initiatives involving strategic partnerships. Work with partner agencies to ensure timely production of deliverables.

- Coordinate performance management efforts within the IDSP. Facilitate appropriate Performance Management System forums and processes, including the IDSP Subcommittee and direct project team members in setting standards, developing and processing management reports, and evaluating program performance. Oversee the development and modification of key indicators to assess IDSP performance and compliance with Perez mandates. Oversee the design of a system for data collection and routine reporting on measurable objectives. Establish performance measures, monitoring systems, and regular reporting processes to evaluate the performance of partner agencies, and work with partner agencies to improve efficiency.

- Work with the Statewide Dental Director, CF, to oversee the development of new program standards and clinical guidelines, or modifications to existing IDSP standards and clinical guidelines, to improve program performance, achieve strategic objectives, and comply with litigation mandates. Serve on the DCHCS Quality Management Committee as a voting member, providing input into final policy-making decisions, approving or disapproving proposed policies and protocols, and identifying areas of overlap between health program projects. Plan, direct, and manage the development and implementation of automated health information systems to be implemented statewide for the IDSP; serve as a liaison with top departmental management, outside stakeholders, vendors and control agencies in clinical and administrative matters for the IDSP; and ensure that institutions conduct clinical aspects of health care programs in accordance with DCHCS IDSP policies and procedures, state and federal regulation requirements, and generally accepted dental standards of care.

- Provide supervision of the Regional Dental Directors, CF, Chief Dentists of P&RM and DT, and the Information Technology Dentist subject matter experts. Participate in and/or direct quality management efforts to evaluate and improve health care services; assist the Statewide Dental Director, CF in the procurement and implementation of a statewide dental tracking and scheduling system and dental equipment; ensure that program implementation is consistent with community standards, legal mandates, and departmental goals; guide the implementation of initiatives to improve the efficiency of dental health care services delivery, such as consolidation of health care missions and the development of Centers of Excellence; participate in the statewide professional practice system, including self-audits, Quality Management Assessment Team reviews, and public health containment activities, with focus on the Regional Dental Directors, CF, actions to improve the quality of services as a result of these reviews and activities; and ensure that institutions operate an effective quality management system for systematic program evaluation and improvement, including maintaining an effective system for minimizing under or over utilization of both on-site and off-site services and an effective system for reviewing prescribing practices, to identify and mitigate the ineffective use of state resources.

- Work with the Statewide Dental Director, CF, to screen off-site hospitalizations at an aggregate level to identify strategies for reducing inappropriate use; and monitor efforts to secure or maintain

licensure for clinical facilities. Facilitate the compilation and analysis of aggregate utilization data and design statewide training programs to improve program performance. Perform on-site reviews of clinical operations as indicated; assist the Statewide Dental Director, CF in the implementation of the Dental Space Survey and Capital Outlay Projects; review the Regional Dental Directors, CF recommendations related to unusual contagious disease patterns and advise the Statewide Dental Director, CF as to appropriate action; and assist the CDCR in determining dental health care priorities, plans, policies, and programs and identify related resource needs.

•Hire, evaluate, train, motivate, discipline, and otherwise manage employees under direct and indirect line supervision. Perform other duties as assigned to support the implementation of the CDCR Strategic Plan.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Must Possess a current license to practice dentistry issued by the Dental Board of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

At least three (3) years of experience working as a dentist in a correctional or similar environment.

- Knowledge of the organization and functions of California State Government, including the organization and practices of the DCHCS and generally accepted dental standards and practices.
- Broad and extensive administrative experience in the development and implementation of statewide dental health care delivery system program policies and procedures.
- Demonstrated abilities in communicating effectively both orally and in writing; and in representing the Department with various stakeholders such as Legislators, local government and law enforcement agencies, community leaders, bargaining units, advocacy groups, the public, and court monitors.
- Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.

- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff on a statewide basis; and analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies, procedures, and practices for the delivery of dental services to inmates.

- Experience in the management of a large dental health-care delivery system and knowledge of the principles, practices, and procedures used to implement a timely and cost-effective dental program.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Statewide Dental Director, Correctional Facility, Inmate Dental Services Program, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Executive Recruitment and Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>